

POSITION ANNOUNCEMENT

St. Joseph's School for the Deaf
1000 Hutchinson River Parkway
Bronx, NY 10465

POSITION: Project Coordinator
(10-Month Position)

Hours: 8:30 am–3:00 pm (M,T,W,F)
3:00 – 4:00 TH

PRIMARY RESPONSIBILITIES:

1. Assist the Executive Director's Office
 - a. Prepare reports and organize special projects as identified (i.e Spectrum newsletter planning, Grant Applications, Sign Language Classes, etc.)
 - b. Assist with Public Relations outreach
 - i. Presentations at local schools and colleges
 - ii. Liaison to Foundation related Projects
 - c. Serve as liaison to Colleges and University Student Teachers, Student observations, Internships, Community Service Volunteers, visiting guests
 - d. Provide school visits and tours
 - e. Plan Special events and presentations (i.e. Visiting Artists, Community Organizations, Staff BBQ, etc.)
 - f. Coordinate and Manage the School Safety Team (Conduct required Fire & Lockdown drills, etc.)
2. Manage the Deaf Studies Resource Center & SJSJ Museum
3. On-Staff Sign Language Interpreter: (preferred)

Professional Qualifications:

3 -5 years experience in the field of Education of the Deaf
BS or BA/M.A. in Deaf Education or related field
NYS Certification in Education of the Deaf (or related field) (preferred)
NYS Certification in School Administration (SBL or SDA) (preferred)
ASL Interpreter Certification (preferred)
SCPI or ASLPI rating score - proficient or above

Minimum requirements beyond professional preparation/qualifications:

Ability to work collaboratively with staff, community members, parents and others
Excellent communication skills (Articulate and Professional)
Ability to multi-task and manage multiple projects occurring simultaneously
Organized, problem solver
Computer skills (knowledge and use of Microsoft Office Suite)

REPORTING RELATIONSHIP:

Department Supervisor, Executive Director

Application Process: Interested persons – email a cover letter, resume and any relating copies of certifications to Personnel at personnel@sjsdny.org.

Closing Date: Open until filled. For a position descriptions please visit our website – refer to “contact us” tab.

“An Equal Opportunity/Affirmative Action Employer”

2.3.17da

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